



## Job Announcement

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|                      |  |                              |  |
|----------------------|--|------------------------------|--|
| <b>Opening Date:</b> | March 9, 2009  | <b>Closing Date:</b>         | March 23, 2009   |
| <b>Job Title:</b>    | Administrative Assistant I   | <b>Position Type:</b>        | Regular Full Time  |
| <b>PIN:</b>          | 050678   | <b>FLSA Status:</b>          | Non-Exempt   |
| <b>Location:</b>     | Staff Attorney's Office<br>Court of Special Appeals<br>Annapolis, Maryland | <b>Grade/Entry Salary:</b>   | J06 \$28,703 - \$34,010<br>(Depending on Qualifications) |
|                      |  | <b>Financial Disclosure:</b> | No   |

### **Regular state employees subject to promotion/demotion policy**

**Essential Functions:** Provides clerical and administrative support to the Staff Attorney's Office and to the retired, Specially Assigned Judges of the Court of Special Appeals. Types various correspondence, proofreads, reproduces, and files documents created by the Assistant Staff Attorneys. Keeps on-going duplicate records of the status of the work prepared by the Assistant Staff attorneys. Files final reported and unreported opinions in accordance with standard procedures. Maintains current inventory of office supplies.

**Education:** High School Diploma or GED.

**Experience:** One year of experience in secretarial/administrative work involving the use of a personal computer and word processing software.

**Preferred:** Experience using Word Perfect 9 and legal terminology.

**Skills/Abilities:** Knowledge of legal terminology, proficiency in proper grammar, and the use of modern office equipment including copier and Microsoft Windows operating system. Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information. Demonstrate organizational and time management skills and the capacity to work independently. Ability to use a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing and/or alphanumeric data input test, not to exceed 5 minutes each. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN number. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.**

**Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)**

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.**